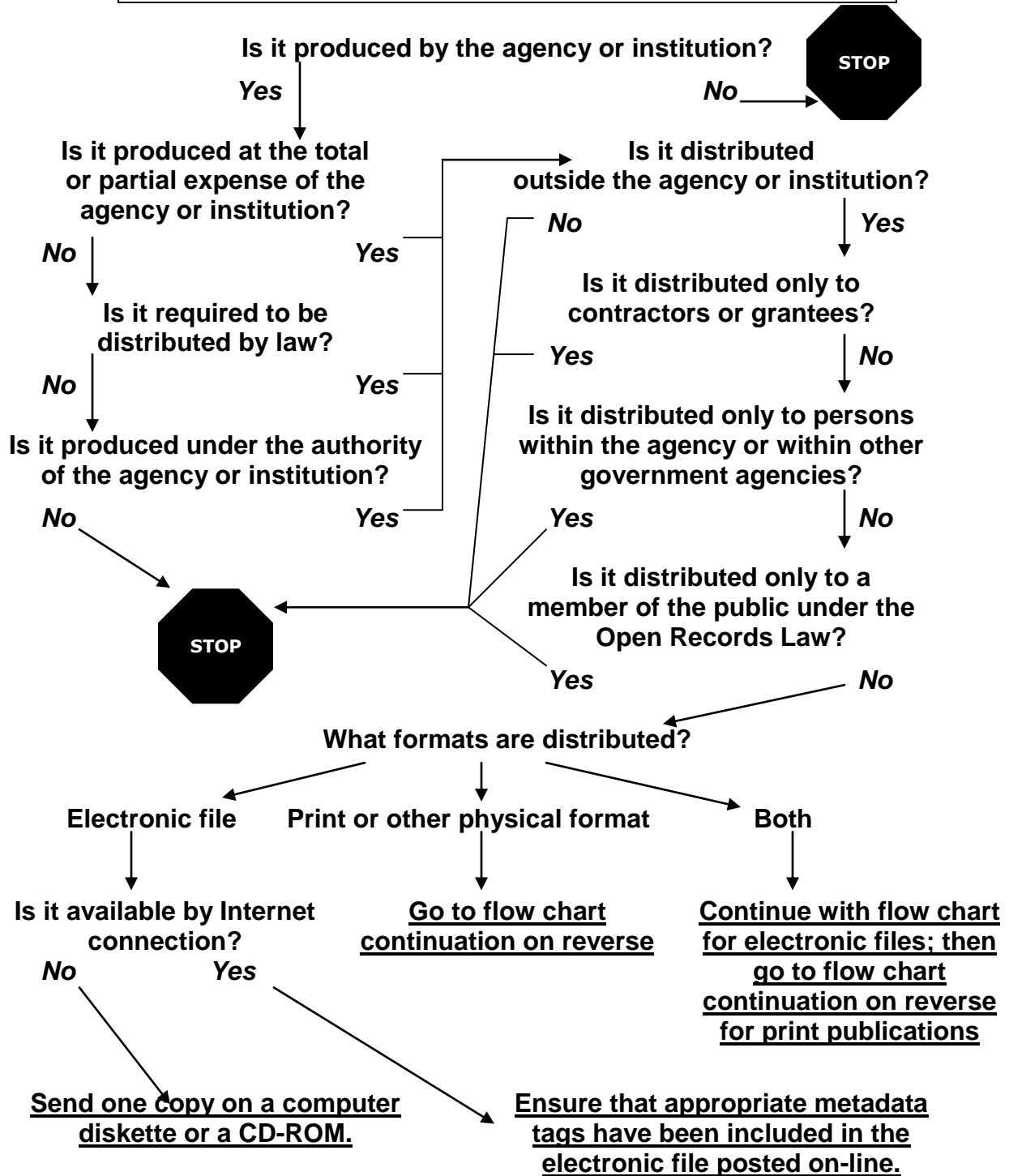
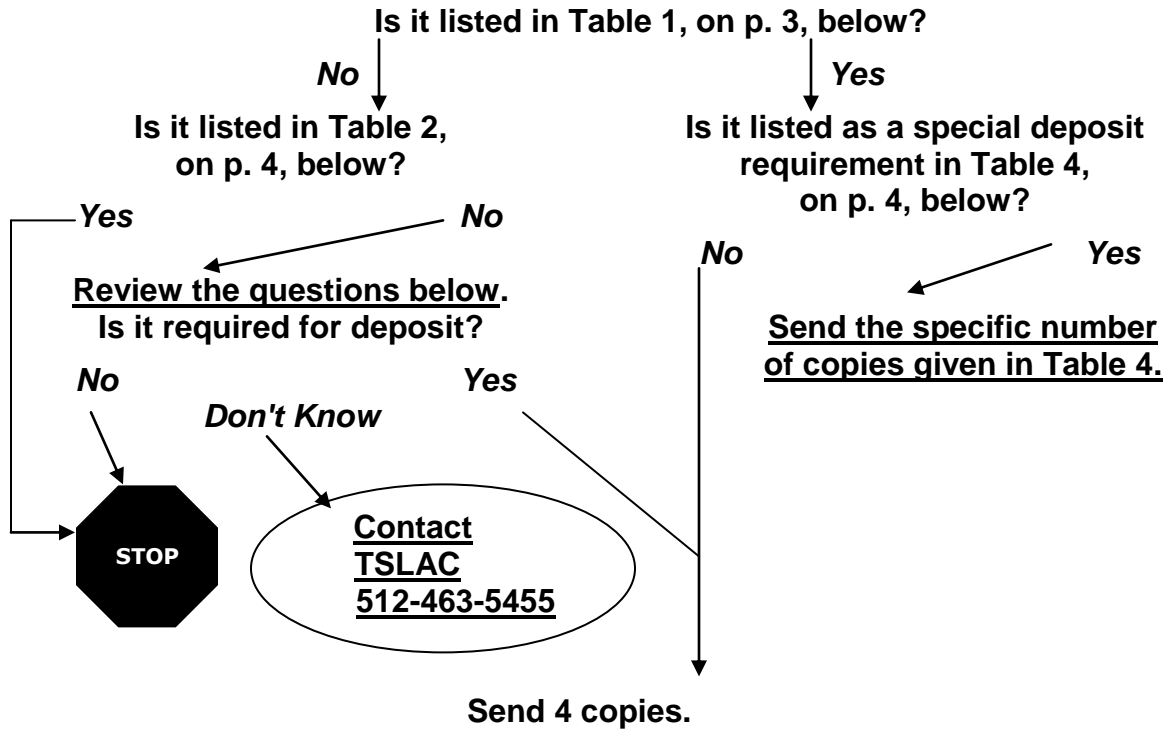


**IS IT A STATE PUBLICATION AND HOW MANY COPIES
DO I SEND TO THE TEXAS STATE LIBRARY AND ARCHIVES
COMMISSION? Rev. 3/2016**



(Continuation for Print or Physical Formats)



State Publications Criteria Questions

1. Who is the intended recipient of the publication?

If the material is produced for distribution to the governor, the Legislature, city or county government officials, the general public or a specific interest group outside the organization, the agency or institution should deposit copies of the document. If the material is distributed only to current or retired employees (for example, a staff newsletter), the organization should not deposit the publication.

2. Who paid for the publication's creation?

If the agency or institution, an employee of the entity, or a person or organization contracted with or dependent on the entity produced the publication, the entity should deposit copies of the publication. If a publication is provided to, but not purchased by, the agency or institution, and the entity incurs no cost except in further distribution, copies are not required for deposit (for example, a brochure produced by a federal agency that the state counterpart distributes as part of a public education campaign).

3. Is the material reflective of the agency's or institution's permanent policies, research and history?

If the material covers temporary activities or has limited value beyond immediate usefulness, it is usually exempt from deposit

requirements. News releases, drafts of documents and program announcements are exempt for this reason. On the other hand, an annual report is an example of a state publication that reflects an entity's permanent policies, research and history, and needs to be deposited.

4. Does the material serve only the internal operating needs of the agency or institution?

If the material is for the use of employees only, it is not required for deposit. Publications that are distributed through field offices but are otherwise intended for the public or a special interest group are required to be sent to the Program.

Table 1	Examples of publications that are required to be deposited by agencies, colleges and universities as part of the Texas State Publications Depository Program.		
	annual and biennial reports audits (financial and management) bibliographies books budgets codes (as compendia, higher education only) conference proceedings consultant contract reports curriculum catalogs (graduate and undergraduate only) directories financial reports handbooks/guides journals legal reports legislative appropriations requests magazines manuals maps	measures reports minutes multimedia presentations newsletters (distributed externally) opinions (official) performance and funds management reports planning and evaluation documents publication catalogs publication lists research reports rosters state and strategic plans statistical compilations studies technical bulletins telephone directories (intended for external customer use) university press books (nonfiction only)	
	revisions and updates of all the above microfiche and microfilm converted from all the above		
	<u>Media</u>		
	audiotapes CD-ROMs computer disks	compact discs DVDs films microfiche and microfilm	printed paper videotapes vinyl discs

Table 2	Examples of publications that are <u>not</u> required to be deposited by agencies, colleges and universities as part of the Texas State Publications Depository Program.	
	agendas advertisements alumni materials announcements artwork calendars charts contracts correspondence course schedules curriculum catalogs (departmental only) drafts of plans, reports fiction forms fund raising materials grant proposals, bids hearings (transcripts of) job announcements laws (published as compendia) literary criticisms memorabilia memoranda (including e-mail) news or press releases	newsletters (meant only for employee, faculty, or student use) notices of sale pamphlets and brochures daily or weekly periodicals (that are summarized in monthly or quarterly publications) personnel manuals photographs poetry policy handbooks (for internal use only) posters programs (announcements of) recruitment materials reprints (reissued without change) rules and regulations (as compendia) standards (as compendia) stationery student publications (produced by students) telephone directories (meant only for employee, faculty, or student use) volunteer newsletters

Table 3	Schedule of Standard Deposit Requirements
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Copies to Deposit
4

Table 4	Special Deposit Requirements	
	Publication	Copies to Deposit
	Annual financial reports	3
	Annual operating budgets	3
	State or Strategic plans (for agency services, programs within its jurisdiction)	3
	Requests for legislative appropriations	2
	Reports of measures (quarterly and annual)	2
	University press books (nonfiction)	2